

THE CENTER FOR PUBLIC INTEGRITY

910 17th Street NW, 7th Floor, Washington, DC 20006

June 6, 2016

Mr. Larry Gottesman
U.S. Environmental Protection Agency
% National FOIA Records Officer

Dear Mr. Gottesman,

Pursuant with FOIA, we hereby request machine-readable copies of the records described below for the last **FIVE years** on record for **all EPA Regions 1-10, and EPQ HQ, as it relates specifically to the Clean Air Act.**

Specifically, I seek the following:

- A copy of the **Annual Commitment System (ACS)**, which is described by EPA in a [2014 OCFO Technical Guidance Policy](#) as a “performance module located within EPA’s **Budget Automation System (BAS)**” and “is used to track annual headquarters and regional performance commitment information and results,” as it relates specifically to the **Clean Air Act**. Each data entry contains an “**ACS Code**,” an alphanumeric code denoting the specific program area for the reported information, as well as several other columns like “**Measure Description**” and a “**Comment**” field. Clean Air Act ACS codes contain the letters, “CAA,” along with other alphanumeric characters. Please note that the ACS is accessible to EPA personnel via an internal address at <http://intranet.epa.gov/ocfo/acs>.
- Copies of all code sheets, guidance documents, appendices, etc., necessary to properly view the ACS data, which is also made available to EPA staff through the same aforementioned Intranet link.

Please note that summary information of the ACS was made available to the Center by EPA’s Office of Public Affairs through a media request last month, in which a spokesperson simply cut and paste relevant information directly from the database into an email. Please call me to discuss the feasibility of copying this database prior to fulfilling this request.

Please provide all records in machine-readable format such as, but not limited to:

- (1) comma-separated values, Excel and other delimited data files (e.g. .csv, .xls)
- (2) text or word processing files (e.g. .txt, .doc, .docx)
- (3) machine-readable PDFs

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Please provide all documentation necessary to properly and accurately review the records, including data dictionaries, code sheets, record layouts, etc.

If any portion of any record is withheld, please release all other segregable parts and specify in writing the relevant statutory exemption(s) claimed. Additionally, please describe each record withheld, including its date and size (e.g. amount of electronic memory or number of paper pages).

If my request is denied in its entirety, please specify the statutory reason(s) for denial, along with information on the appeals process and appropriate contact information to which an appeal should be addressed to.

If total fees are projected to exceed \$25, inform me before you fill the request.

To the extent permitted under the open records law, we request that you waive or reduce any search, review, or duplication fees that might apply. The Center for Public Integrity is a nonprofit news media organization and release of the requested information will inform the public and serve the public interest.

Please feel free to contact me about any aspect of this request. In principle, the Center is willing to consider ways in which the request might reasonably be narrowed.

Thank you in advance for your diligence and compliance with FOIA.

Best regards,

Jie Jenny Zou

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